

2017/18 Academic School Year

Annual Private School Approval Documentation Checklist

School Name _____

The annual private school approval **requires** that your school's organizational and staff data is complete in NEO's Maine Schools and Staff modules, prior to submitting the following documentation. For more information please visit <http://www.maine.gov/doe/schoolapproval/privateschoolapproval/index.html>.

- ☐ Private School Annual School Approval Report
- ☐ State of Maine Incorporation document. (Part II, 5)
- ☐ Documentation that a fire and safety inspection has been conducted by the Fire Marshal or the local fire department within the last five years. (Part III, 1, a)
- ☐ Documentation that the school's HVAC system and/or boilers have been inspected within the last 12 months. (Part III, 1, b and/or c) MRSA 20-A, section 6302
- ☐ Copy of the Comprehensive All-hazards Emergency Management Plan. (Part III, 1, d) MRSA 20-A, section 1001 (16)
- ☐ Copy of Department of Health & Human Services current annual (kitchen, child care facility, etc.) license, permit, or inspection results. (Part III, 1, e & f)
- ☐ Copy of annual water test if the facility is not on a municipal water service. (Part III, 1, g)
- ☐ Copy of policy statement regarding student immunizations (Part III, 2, a) MRSA 20-A, section 6359
- ☐ Protocol for Management of Students with Life Threatening Allergies (Part VII, 3) MRSA 20-A, section 6305
- ☐ Policy for the Management of Concussive and Other Head Injuries, private schools with 60%+ public only (Part VII, 4) MRSA 20-A, section 254
- ☐ Copy of a 2017/18 agreement for the services of designated school health advisor and school nursing services. (Part III, 2, b) MRSA 20-A, sections 6402-A & 6403-A
- ☐ Copy of policy statements regarding administration of medications, including the requirement that unlicensed staff receives training prior to administering medications. (Part III, 2, c) MRSA 20-A, section 254 (5)
- ☐ Copy of policy statements regarding health screening. (Part III, 2, d) MRSA 20-A, section 6451
- ☐ 2017/18 school year calendar (Part IV, 1, a)
- ☐ Physical Restraint and Seclusion Policy (Part VII, 2)

RETURN ELECTRONICALLY WITH ALL DOCUMENTATION ATTACHED TO:

School Approval Consultant. SchoolQuestions.DOE@maine.gov. Electronic submission attestations must be mailed to the address below.

OR

RETURN ORIGINAL AND ACCOMPANYING DOCUMENTATION TO:

Maine Department of Education, 23 State House Station, Augusta, ME 04333-0023